



## Assignment 5-2: Use a Checking Account Transaction Page

### Directions:

Ron Ziesmer is a single 24-year-old who lives in Rochester, Minn. He recently opened a new checking account at the Rochester Credit Union.

Use the data provided in the following two calendars and routine transactions to record the two months of transactions in Ron's checkbook register. For the first month only, go through the steps to fill out deposit slips when a deposit is made and write checks when a check payment occurs. Monthly statements are provided so you can reconcile Ron's account each month.

### Note the following routine transactions:

- When the account was opened, Ron arranged for the following bills to be paid automatically on the 10th of each month:

*Rent to LK's Rental Properties, \$550*

*Phone, Internet, and cable TV service provided by eConnect, Inc., \$108.75*

- On the 15th and 30th of every month, Ron's paycheck is automatically deposited to his account, \$1,256.67
- On the 15th of every month, Ron has arranged to have \$200 transferred from his checking account into a savings account.

### November

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 Opened checking account with cash, \$1,000	7	8 Used debit card at Mikki's Grocery, \$75.12	9	10	11
13	14	15	16 Used debit card to withdraw \$200 cash	17	18 Wrote check to purchase computer, Computers & More, \$756.90
20 (The balance should be \$352.95.)	21 Paid Tom's Towing to tow stalled car, \$25	22 Electronically transferred \$2,000 from savings into checking	23	24 Wrote check for down payment on a used car, Smithy's Auto, \$1,500	25 Used debit card at Mikki's Grocery, \$63.58
27	28	29 Paid credit card bill, Standard Oil, \$135.51	30		

### December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6 Deposited rebate received for computer purchase, \$50	7	8	9
11	12	13	14 Used debit card to withdraw \$200 cash	15	16 (The balance should be \$2,133.45.)
18	19 Renewed Money magazine subscription, \$36	20	21 Paid car loan payment, Rochester Credit Union, \$289.06	22 Paid Rochester Credit Union credit card bill, \$131.70	23 Used debit card at Mikki's Grocery, \$88.16
25	26	27	28 Paid credit card bill, Standard Oil, \$126.77	29	30


Assignment 5-2: Use a Checking Account  
Forms: Deposit Slips


DEPOSIT					CHECKING <input type="checkbox"/>																		
					SAVINGS <input type="checkbox"/>																		
Today's Date		CASH	▶	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																			
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## Assignment 5-2: Use a Checking Account

### Forms: Blank Checks

Ronald Ziesmer 321 Water Street Rochester, MN 55901		101
DATE _____		
PAY TO THE ORDER OF _____		\$ <input type="text"/>
_____		DOLLARS  Security Features Included Details on Back
<b>R Rochester Credit Union</b> 8642 Main Street Rochester, MN 55901		
MEMO _____		
00200300411: 3719322 101		

Ronald Ziesmer 321 Water Street Rochester, MN 55901		102
DATE _____		
PAY TO THE ORDER OF _____		\$ <input type="text"/>
_____		DOLLARS  Security Features Included Details on Back
<b>R Rochester Credit Union</b> 8642 Main Street Rochester, MN 55901		
MEMO _____		
00200300411: 3719322 102		

Ronald Ziesmer 321 Water Street Rochester, MN 55901		103
DATE _____		
PAY TO THE ORDER OF _____		\$ <input type="text"/>
_____		DOLLARS  Security Features Included Details on Back
<b>R Rochester Credit Union</b> 8642 Main Street Rochester, MN 55901		
MEMO _____		
00200300411: 3719322 103		

## Forms: Checkbook Register

[illegible]

## Assignment 5-2: Use a Checking Account Statement

### Statement

#### Rochester Credit Union

November 25

Ronald Ziesmer  
321 Water Street  
Rochester, MN 55901

Account #3719-322

<b>Beginning balance on October 25</b>	<b>\$ 0.00</b>
Deposits and other additions	\$ 4,256.67
Checks paid and other subtractions	\$ -1,903.72
<b>Ending balance on November 25</b>	<b>\$ 2,352.95</b>

Checks	Deposits and Other Additions
101 756.90	11/6 1,000.00
<b>Other Subtractions</b>	11/15 1,256.67
11/8 ATM 75.12	11/22 2,000.00
11/10 EFT 550.00	
11/10 EFT 108.75	
11/15 EFT 200.00	
11/16 ATM 200.00	
11/20 EFT 12.95 [purchase checks]	

## Sample Reconciliation Form

Use the form below to help balance your account:

Current checkbook balance		
① Add interest and other deposits made but not yet entered in your checkbook.		
Subtotal of deposits	+	
② Subtract service charge and other deductions not previously entered in your checkbook balance.		
Subtotal of deductions	-	
<b>Adjusted checkbook balance</b>		<b>A</b>
Statement ending balance		
③ Add deposits made but not shown on this statement.		
Subtotal of deposits	+	
④ List and subtract checks issued and withdrawals made but not shown on this statement.		
Subtotal of checks/withdrawals	-	
<b>Adjusted statement balance</b>		<b>B</b>

Your checkbook is in balance if Line A agrees with Line B.

If your adjusted checkbook and statement balances do not agree:

- Review last month's statement to make sure any differences were corrected.
- Check additions and subtractions in your checkbook.
- Compare the amount of each check and deposit on this statement with the amount recorded in your checkbook.
- Make sure all outstanding checks have been listed, including those that may not have been paid from the previous statement.
- Make sure that any electronic fund transfers or automatic payments are recorded in your checkbook.

## Assignment 5-2: Use a Checking Account Statement

### Statement

#### Rochester Credit Union

December 25

Ronald Ziesmer  
321 Water Street  
Rochester, MN 55901

Account #3719-322

**Beginning balance on November 25**    \$ 2,352.95

Deposits and other additions            \$ 2,563.34

Checks paid and other subtractions      \$ -3,160.06

**Ending balance on December 25**        \$ 1,756.23

Checks		Deposits and Other Additions	
102	25.00	11/30	1,256.67
103	1,500.00	12/6	50.00
104	135.51	12/15	1,256.67
Other Subtractions			
11/25	63.58		
12/11	550.00		
12/11	108.75		
12/14	200.00		
12/15	200.00		
12/21	289.06		
12/23	88.16		

## Sample Reconciliation Form

Use the form below to help balance your account:

Current checkbook balance		
① Add interest and other deposits made but not yet entered in your checkbook.		
Subtotal of deposits	+	
② Subtract service charge and other deductions not previously entered in your checkbook balance.		
Subtotal of deductions	-	
<b>Adjusted checkbook balance</b>		<b>A</b>
Statement ending balance		
③ Add deposits made but not shown on this statement.		
Subtotal of deposits	+	
④ List and subtract checks issued and withdrawals made but not shown on this statement.		
Subtotal of checks/withdrawals	-	
<b>Adjusted statement balance</b>		<b>B</b>

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- Compare the amount of each check and deposit on this statement with the amount recorded in your checkbook.
- Make sure all outstanding checks have been listed, including those that may not have been paid from the previous statement.
- Make sure that any electronic fund transfers or automatic payments are recorded in your checkbook.